

STATE OF GEORGIA
RECORDS RETENTION SCHEDULE APPLICATION

<i>The Retention Schedule Program will enter this data:</i>	Sheet:	1 of 2
	Schedule #:	82-0051-02
	Effective Date:	08/21/2001

(Agency use)

(Archives use)

Date Sent: July 24, 2002

**Date
Received:**

**Agency
Control No.:**

Agency Code: 0467

Control No.:

Applicant: Georgia Department of Corrections
Address: 2 M.L. King Jr. Dr. Atlanta, GA 30334

Phone: (404) 651-9905
FAX: (404) 463-6286
Email:

Creating Office: Diversion and Transitional Center Division
Address: 2 M.L. King Jr. Dr., Atlanta, GA 30334

Phone: (404) 651-6995
FAX: (404) 656-5362
Email:

Administrator: Curtis Scott

**Application
Type:** Amend: x

Class: Individual

Series Title: Diversion Center Residents Case History Files

**Dates of
Series:** 1974 - Ongoing

Access: Confidential State Secret, O.C.G.A. 42-5-36 c (tab 2). GDC Rules and Regulations 125-1-1-09. Records Amended

**Function
Documented:** The Diversion Center Program under the direction of the State Director of Diversion and Transitional Centers, provides an alternative to prison for marginal risk, non-violent offenders. While at the Center, the detainees work at outside jobs, make restitution to their victims, contribute to their room and board, to the support of their families, pay fines, court cost and lawyer fees. In addition, each resident participates in some form of community service as symbolic restitution for his/her offense. Diversion Centers provide supervision and a structured living environment in a community rehabilitative setting.

Consists of: Case history, field sheet; screening form, copy of Diversion Center Rules and Regulations; acknowledgement form of receipt and understanding of rules and regulations; orientation check list, release of responsibility for personal belonging, visitors list, funds receipts documents and other related data.

Media: 8 1/2 x 11, and 8 1/2 x 14 papers in manila folders.

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<i>The Retention Schedule Program will enter this data:</i>	Sheet:	2 of 2
	Schedule #:	82-0051-02
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Arrangement: Alphabetically by resident's name

Indexed by:

Retention Requirement:

State Law or Regulation:

Federal Law or Regulation:

Audit Period:

Administrative Need: Four (4) years

Cutoff Event: Calendar year

Total Retention: Four (4) years

The above retention period is consistent with the requirements of the Georgia Records Act (O.C.G.A. § 50-18-90 et seq.). We submit this retention schedule to the State Records Committee with the recommendation that it be approved for the named record series.

Authorized by:


Jim Wetherington, Commissioner



Date

Concur:


Curtis Scott, State Director


Date

Submitted by:


Dorothy Farmer, Records Manager


Date

The State Records Committee approves this recommended retention period for the named records series by the named creating office.

Signed:


David W. Carmicheal, Secretary of State Designee


Date